



Introduction

Kid's Club (the Club) is run by Bovington Academy and exists to provide high quality out-of-school hour's childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8 am – 8.30am and from 3.15pm – 5.30pm term time and current costs for each session can be obtained from the School Office staff. A copy of this policy is provided to all parents of children attending Kid's Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Bovington Academy are eligible to attend the Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Staffing:

The Principal will have ultimate oversight and responsibility for the club. In the absence of the Principal this will go to the next most senior member of staff. This will include matters relating to safeguarding, safety and behaviour.

- Administration and financial matters relating to payments will be run by the school office.
- Club Coordinator- This person will be responsible for taking the registers and planning and organizing the provision.
- Club Play Leaders*- These people will be responsible for supervising, working alongside, playing and supporting the children.
- Bank staff- Additional staff will be recruited to cover sessions should a Play Leader be absent.

*A suitably qualified member of staff will take responsibility for food prep.

Kid's Breakfast Club £4 a session

Arrival and Departure

Parents/Carers are required to bring their child *directly to the club* and register them on arrival.

Children will be taken directly to class at 8.30am by school staff.

Morning session: Daily Routine

- 8 am – 8.30am parents bring their children to Kids Breakfast Club situated in the Hall/ Library and children's kitchen area where a range of activities are set out.
- 8.00 – 8.15 am Breakfast is served. Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast in the children's kitchen.

- 8.15 - 8.30 Choice of Wake and Shake active session in the hall/ outside or quiet activities & games in the library.
- 8.30am children collect their coats and bags, and are taken directly to the classrooms.
- 8.30 School Start

ASK Club -After School Kid's Club

Collection of Children

Kids Club children will go to the school hall.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Afternoon session

Session 1: 3.15- 4.15: £4.00

3.15pm – 3.30pm children arrive at Kids' Club and have a drink and piece of fruit.

3.30pm – 4.00pm Active Club activities: outside activities, dancing, apparatus, games, construction, computers etc.

4.00pm – 4.15pm inside for a biscuit and drink

Session 2: 3.15 – 5.30: £6.50

5.00pm – Eat

Children can choose from a range of play and planned activities both indoors and outdoors (weather and season permitting).

Reading, coding, story, games, imaginative play opportunities, hall activities.

5.30pm club closes

Departure

When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.

The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

Parents must inform Club staff if their child is going to be absent from Club.

Policy information.

The Kid's Club is wraparound extended provision run by Bovington Academy.

The academy will undertake to ensure that all legal responsibilities are met (e.g. staffing contracts, health & safety, safeguarding and child protection, reasonable adjustments, insurance & governance). This will be achieved in the main by adjusting existing policies and procedures to cover this extended provision or where necessary rewriting and/ or developing new policy.

The club will continue to embody and develop the ethos and values of the school.

There will be a focus on developing children's social and collaborative skills, fostering a love of reading and learning and developing wellbeing and independence through being active and embracing challenge and reinforcing a growth mindset of resilience.

Safeguarding and Health and Safety

The protection and safeguarding of the child is the first priority. At least one member of staff must hold a current First Aid certificate: The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the member of staff responsible for Safeguarding. The staff already work closely with the children, know them and are therefore in a position to notice changes.

Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at **all times**, the definition of supervision being **within sight or hearing of a member of staff**. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Safeguarding, Additional Needs and behaviour.

Whilst at the club the children will be encompassed by the school safeguarding and behaviour policy and expectations. All staff will be employed and vetted by the school as employees of Bovington Academy. This will ensure that they have the correct clearances, qualifications and competences to work with children in this capacity.

Additional Needs

Children with SEND are welcome at the club. Whilst reasonable adjustments will be made, where possible to enable children to access the provision, there are limits to the staffing and provision available at the club which is separate to the formal curriculum offered by the school. If a child has significant additional needs, including for example, that they are not dry or toilet trained or may present a risk to themselves or others and cannot be safely supervised, for example, because they run off then this is likely to have a significant impact upon the supervision ratios necessary for the safe supervision of all children. If this is the case, then this should be discussed with the Principal prior to signing up for a place at the club. If reasonable adjustments can be achieved within the provision, staffing and resourcing available to the club then this will first be reviewed and ultimately a decision will be taken about the place if risks cannot be safely mitigated.

Behaviour

Whilst attending Club children are expected to follow the expectations in the school behaviour policy.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

- Sticker rewards.
- Informing parents about individual achievements.
- Awards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

Challenging behaviour will be addressed in a calm, firm and positive manner.

In the first instance, if necessary, the child will be temporarily removed from the activity.

Staff will explain why the behaviour displayed is deemed inappropriate.

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

Children's behaviour during the day may affect the provision that they access in the club and if a child's behaviour has been unacceptable during the day then it may not be safe for them to access the Afterschool Club. A decision will be taken by the Principal and parents notified if this is the case. Children may be supervised by a Senior Leader rather than access the club if it is not safe for them to do so or notice may be given that they should be collected as their place at the club may be withdrawn.

The Principal will be informed of significant incidences and if after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may withdraw the place of the child at the club. The reasons and processes involved will be clearly explained to the child and their parent/carer. Any fees paid will be refunded for these sessions.

1 st incident	2 nd incident	3 rd incident
Place withdrawn for 1 session.	If unacceptable behaviour repeated within 5 days then the place will be withdrawn for 2 sessions.	If there is a further incident within 10 days of the first then a place may be withdrawn for a week and may be reviewed and permanently withdrawn.

What Resources do we have?

We ensure that the space is child and parent/carer friendly, well lit, properly ventilated and that there is a mobile telephone on the premises. Provision is made for a quiet area and we have adequate storage space. We also have in excess of 1000 square metres of outdoor play space which is maintained to the required standards.

There are adequate toilet facilities available to the members of the club. Unless children are actively supervised by a member of staff during the preparation of the snack children are not permitted access to the kitchen area for hygiene and safety reasons.

The facilities are welcoming and we offer a range of activities to promote child development **through play**. There is a balance of indoor and outdoor activities, weather permitting.

First Aid

All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Kids Club staff.

Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing children

The school site is a safe and secure place and during Kids Club sessions the usual perimeter security will operate to protect the security to and from the school.

In the extremely unlikely event that a child goes missing, the Missing Child Policy will be put into place.

Uncollected children

If a child has not been collected by 4.15pm then **a fee of £3 per 15 minutes will be applied.** If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Services will be informed.

A charge will be levied for late collection. **A fee will be applied for late collection at the cost of £3 per 15 mins.** This charge will be made directly to the contracted parent

Payment of Fees

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule.

Fees are to be paid in advance, and payment is due for all booked sessions. If your child is unable to attend their booked session refunds are not available. The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private. All fees are payable via the online payment system (ParentMail).

Procedures for payment of fees

A receipt will be issued when payment of fees is made via the online payment system. If payment is not received by the due date this may result in a parent losing their childcare place.

Parents should keep their receipts as proof of payment.

Updated: September 2023

Updated by: Sara White

Related Whole School Policies:

- Safeguarding and Child protection policy
- Equal opportunities policy
- Health and Safety policy

- Behaviour Policy
- Complaints Policy
- Missing child Policy
- Children not collected from school Policy

References:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/503078/Registering__school-based_provision.pdf



Before and After school Kid's Club Agreement

Iparent/carer of have read and accept a copy of the Bovington Academy club policy and agree to abide by the terms therein.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Bovington Academy Kid's Club as per the online booking form and payment system.

I understand that provision of a place at the club for my child is dependent upon my child complying with the behaviour expectations at the school and the club including keeping themselves and others safe. I acknowledge that if my child does not comply with the expectations for behavior and safety then their place may be withdrawn for a limited period or permanently in line with the club policy document.(Fees for these sessions will be refunded)

In an emergency I consent, in the eventuality of not being able to be contacted, for the Club Supervisor in consultation with senior staff of the school to act in 'loco parentis' to ensure that my child receives appropriate care and supervision. Signed: _____

The sessions in this contract include 8am – 8.45am, 3.15pm – 4.15pm and 3.15pm – 5.30pm

Parent Signature

Print name

Date

Signedon behalf of the Bovington Kid's club

Print Name Date

Bovington Academy Kid's Club registration form.

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
Class:	Teacher	Date of Birth:	Age last birthday:
HOME ADDRESS:	Postcode:		
Pen portrait: Likes/ dislikes			
Additional information e.g. friendships, self-care.			
Medical information	Is there a current Health Care Plan in school? Yes/No?		
Medical practice:	Dr's name: Phone number:		
Medical conditions, allergies:			

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work		1.			
		2.			
		3.			
		4.			
TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work		1.			
		2.			
		3.			
		4.			
TITLE:		FORENAME:		SURNAME:	
Relationship to child:					
PHONE: Club time Mobile Home Work		1.			
		2.			
		3.			
		4.			
TITLE:		FORENAME:		SURNAME:	
Relationship to child:					
PHONE: Club time Mobile Home Work		1.			
		2.			
		3.			
		4.			

Parent / Carer information.

Emergency Contact:

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD/CHILDREN
NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

Relationship to the child

1		
2		
3		
4		
5		